

**FIRE PREVENTION OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a specialized position in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires to determine the cause and collect evidence of possible arson. The incumbent in this class coordinates a public fire education program and delivers talks and demonstrations on fire safety, as well as maintains records required to document the activity of the Fire Prevention Division. The Fire Prevention Officer works with some supervision and has the authority to work independently in most areas. The employee of this class reports to and has work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Sets goals and objectives for the Fire Prevention Division, assists with setting management policies, and makes decisions concerning use of equipment and deployment of personnel. Recommends management policies relating to fire prevention and oversees the planning for programs and activities of the department. Evaluates the effectiveness of division operations and takes appropriate action to improve problem areas. Monitors and evaluates local conditions that may become safety hazards and recommends changes in department operations that will help improve ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division procedures are needed. Participates in educational meetings and keeps informed on modern fire prevention and administrative practices. Administers grant-funded projects and reviews written communications for the division, making assignments for staff and routing work to the appropriate person. Investigates complaints, reviews incident reports, and formulates a recommendation for action to be taken.

Reviews previous inspection reports, building plans, and applicable codes prior to beginning an investigation. Works with the owner of an inspection site and collects information to be used in determining fire safety. Makes field sketches and takes photographs of inspected buildings. Discusses inspection findings with owner, completes a report of each fire inspection, and makes recommendations for the correction of fire hazards. Assists the Fire Chief with appeals for exemptions from fire codes, reinspects buildings where violations occurred, and prepares evidence from

inspections for use in court proceedings. Inspects portable fire extinguishers, standpipe systems, fixed fire extinguishing systems, fire detection and alarm systems, and fire hydrants. Inspects structures to insure that they contain no electrical hazards, that they meet fire resistance requirements, and that their heating, venting, and air conditioning systems meet applicable standards. Inspects storage areas to assure that they are properly constructed and correctly ventilated. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient for the load, assigns a fire load classification, and reviews building plans to identify potential fire protection problems. Inspects sites for the storage and transport of hazardous materials. Assists companies in developing solutions to fire prevention problems and writes formal recommendations for changes in fire prevention codes. Collects information for and develops pre-fire plans by visiting local facilities.

Develops a fire prevention education curriculum by analyzing the target audience and evaluating the effectiveness of the material. Supervises fire drills for businesses, reviews evacuation plans, and instructs personnel responsible for assisting with the drills. Oversees fire safety at major public events. Evaluates the impact of the public fire education program and modifies program if necessary. Delivers demonstrations to public groups and designs presentations on fire safety topics to be used by assigned department personnel in the public fire education program. Writes and submits public service announcements and news releases on fire safety to be used by local media. Educates the public on injury prevention and fire hazards. Provides information to the public about fire dynamics, tenability, human behavior during fires, built-in fire protection, and firefighter gear and equipment. Coordinates the work of the department with related federal, state, and local agencies. Responds to questions from the public about the operation of the Fire Prevention Division.

Restricts access to the fire scene to prevent contamination of evidence and conducts interviews with witnesses. Examines the structure and surrounding areas to determine the cause and progression of the fire, as well as to determine any evidence of arson. Identifies the heat source that caused the fire, takes photographs of the building, and takes notes on the investigation. Investigates vehicle fires to determine the point of origin, heat source, cause, and category of fire. Completes a fire investigation report and collects evidence about the building, its occupants, and potential arson suspects. Interrogates suspects, acts as a liaison with law enforcement, communicates with the public prosecutor's office, and testifies in court regarding arson cases when necessary. Provides on-the-job training for department members, gives assistance in technical areas of work, and serves as a class room instructor.

Assists the Fire Chief with determining what information should be included in division records and in what form this information should be kept. Receives requests for the release of fire prevention records and processes requests according to applicable laws and department policies. Personally completes any forms and

records assigned, in addition to fire inspection or investigation reports.

Writes requests for grants or other special funds to aid in the operation of the fire protection service. Manages the accounting of the money and assets of an assigned division, assists the Fire Chief with preparing the departmental budget, and submits a divisional operating budget. Prepares expenditure estimates, authorizes the expenditure of funds, and reviews purchase requisitions. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order. Reviews products with sales representatives in order to make proper purchasing recommendations and orders supplies and equipment for the division.

Responds to all alarms or emergency calls and oversees subordinate employees at the emergency scene when necessary. Directs emergency scene operations until relieved by a superior officer. Participates in the performance of search and rescue, forcible entry, use of self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Assists at the scene by taking charge of all safety procedures and maintaining communications between firefighting crews and other authorized personnel.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.